

Newport & Bristol County Convention & Visitors Bureau

DBA Discover Newport

Board of Directors Meeting

12pm – Tuesday May 21, 2013

Held at:

The Gateway Information Center

3rd Floor Conference Room

MEETING MINUTES:

The meeting was called to order at 12:03pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Stephen Coyne, Barbara Pelletier, Stephan Brigidi, Greg Fater, Laurie Stroll, Marlen Scalzi, Kathleen Seguin, Nancy Blount, Jeff McDonough, Rocky Kempenaar, Karen Oakley, Duncan Maio, Paul Rodrigues

BOARD MEMBERS ABSENT & EXCUSED WERE: Rick Peckham

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Pieter Roos

STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Tim Walsh, Alyson Adkins, Ellen Crawley, Anna Duffy

GUESTS PRESENT WERE: Terry Horsley, representing The Newport Record, filmed the meeting.

Jen Hetzel Silbert of Innovation Partners International

I. A presentation was made by Jen Hetzel Silbert of Innovation Partners International highlighting the conclusions from the board's retreat held on April 16, 2013 at Carnegie Abbey.

II. PREVIOUS MEETING MINUTES:

The previous meeting minutes for March 19, 2013 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Karen Oakley. The motion passed unanimously.

III. TREASURER'S REPORT:

The treasurer's report for March & April, 2013 was read by Treasurer, Stephen Coyne. City Bed Tax for February, 2013 was down 31.14%, YTD. Regional Bed Tax was up 16.96%, YTD. Bristol Bed Tax was down -22.67%, for a combined YTD Bed Tax, through February, 2013 of -22.31%. He reviewed the revenues and expenses for the months of March & April, 2013. A motion to accept the Treasurer's report for March & April, 2013 was made by Stephen Coyne and seconded by Karen Oakley. The motion passed unanimously.

IV. PRESIDENTS REPORT:

Evan Smith reported on the following:

- **Evan thanked the board members for attending the Board Retreat held at Carnegie Abbey, April 16, 2013.**
- **Alyson Adkins is in the process of preparing for the annual audit with Sansiveri, Kimball & Co., LLP to be presented at the August board meeting for approval.**
- **Evan gave an overview of the forecast for the upcoming peak travel season.**
- **He informed the board of Annie Colella's resignation effective June 4th.**

V. COMMITTEE REPORTS:

A. FACILITIES:

Stephan Brigidi reported on the following:

- **The renovations for the Visitor's Center are near completion with the upcoming addition of a gift shop.**
- **Bourne Green is the Visitor's Center new landscaping company at a savings of 25% from 2012.**
- **He stated the Bristol Visitor's Center is now open.**

B. GOVERNANCE:

Greg Fater reported on the following

- **The change in wording re: on bylaws regarding board member residency.**
- **Evan Smith commented on the pending legislation considering an increase of taxing cruise lines. Discussion followed.**

C. FINANCE:

Stephen Coyne reported on the following:

- **He stated that the finance committee should have the final audit at the August meeting.**
- **Alyson Adkins commented on the TRI Collateral Agreement to protect assets at Bank Newport. Discussion followed.**
- **Greg Fater made a motion to move forward with the TRI Collateral Agreement subject to legal counsel approval.**

D. HUMAN RESOURCES:

Evan Smith gave an HR update stating his annual review is due. An email will be sent to the

HR Committee.

VI. STAFF REPORTS:

A. SALES:

Tim Walsh, Vice President of Sales updated the Board on the current status and upcoming events of the Sales Department.

B. MARKETING:

Kathryn Farrington, Vice President of Marketing updated the Board on the current status and upcoming events of the Marketing

Department.

VII. NEW BUSINESS:

Evan Smith announced new appointments to the various committees:

- **Kathleen Seguin – Governance committee**
- **Paul Rodrigues – Finance committee**
- **Duncan Maio, Barbara Pelletier and Nancy Blount were asked to consider joining a committee.**

VIII. ADJOURNMENT:

A motion to adjourn was made by Greg Fater and seconded by Stephen Coyne. The motion passed unanimously. The meeting adjourned at 1:17pm

**The next Board Meeting will be held
Tuesday, June 21, 2013 @ 12pm
At The Gateway Information Center
3rd floor conference room**